

# Unit 4:

# Functional Areas and Positions



FEMA

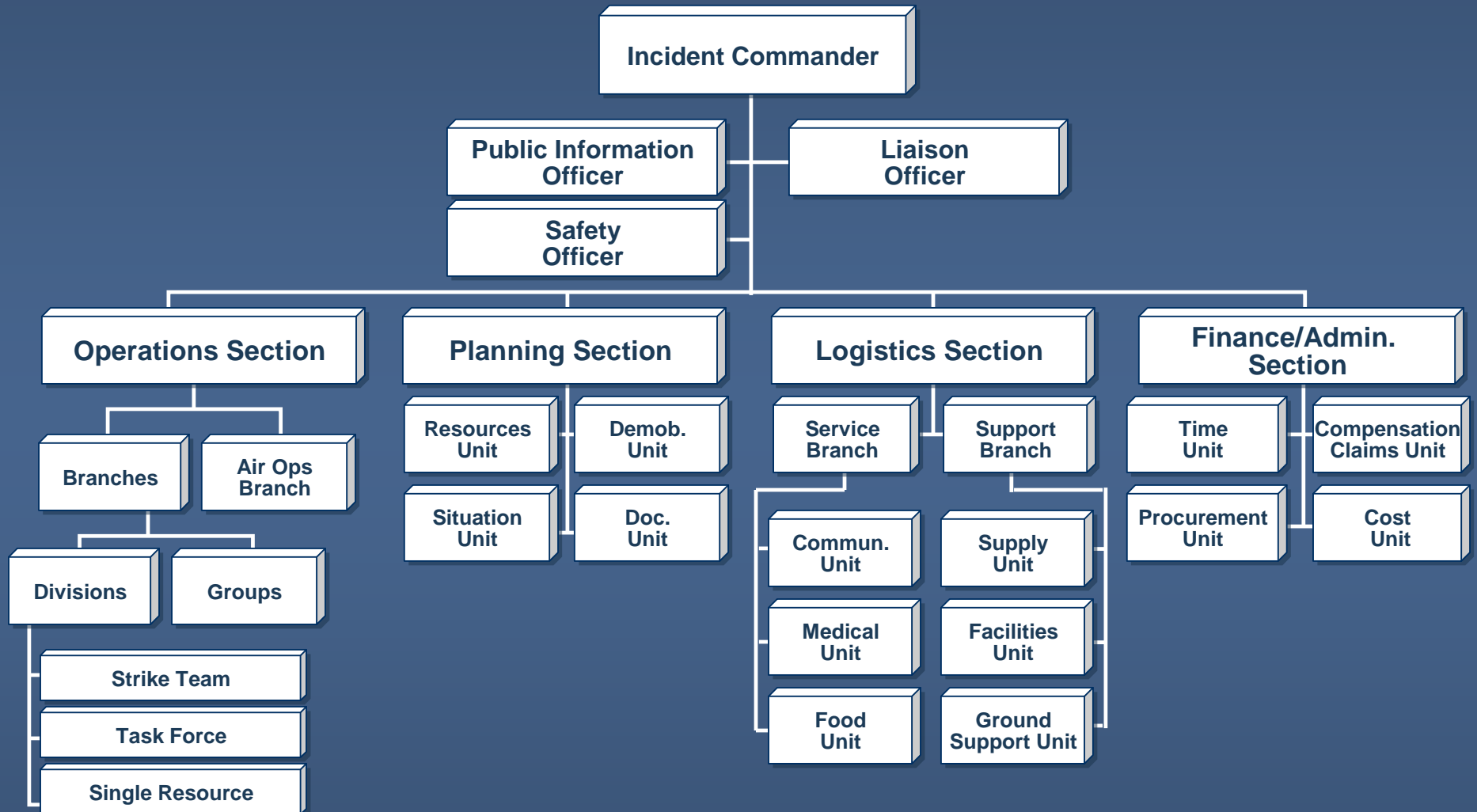


# Unit Objectives

- Describe the functions of organizational positions within the Incident Command System (ICS).
- Identify the ICS tools needed to manage an incident.
- Demonstrate the use of an ICS Form 201, Incident Briefing.



# ICS Organizational Components



# Incident Commander (1 of 2)

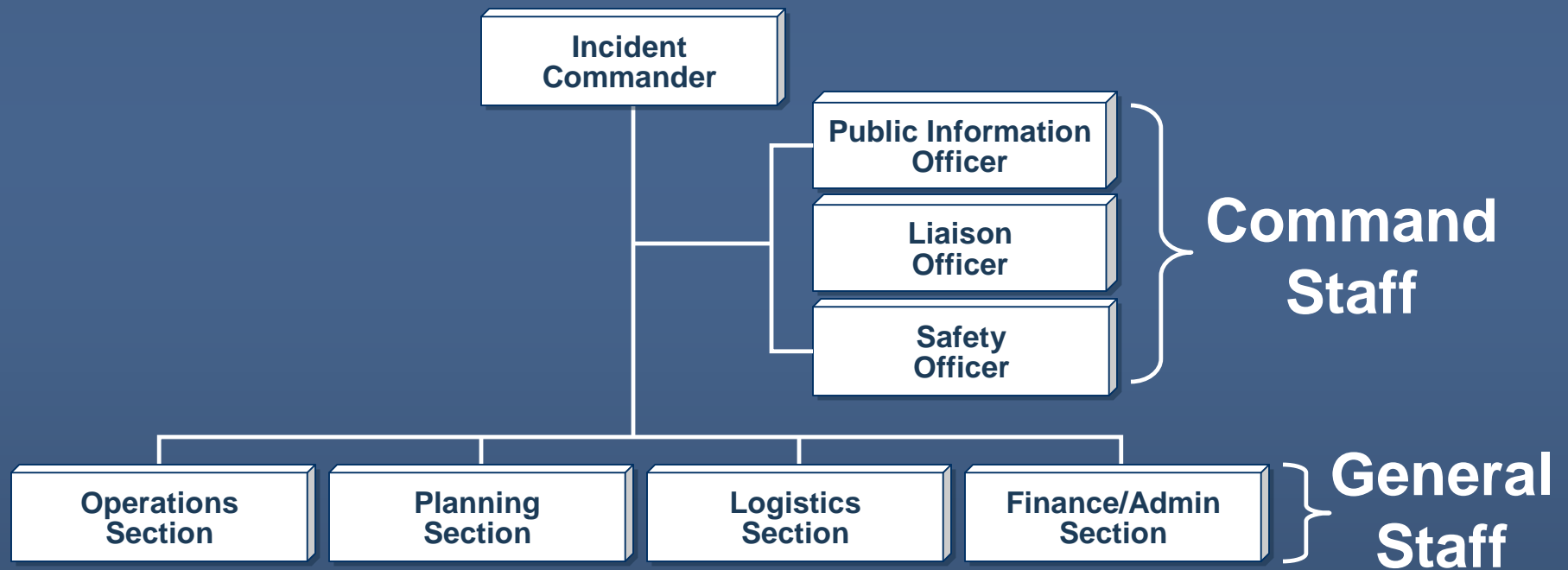
Upon arriving at an incident the higher ranking person will either assume command, maintain command as is, or reassign command to a third party.



In some situations or agencies, a **lower ranking but more qualified person** may be designated as the Incident Commander.

# Incident Commander (2 of 2)

The Incident Commander performs all major ICS command and staff responsibilities unless these functions are activated.



# Deputy Incident Commander

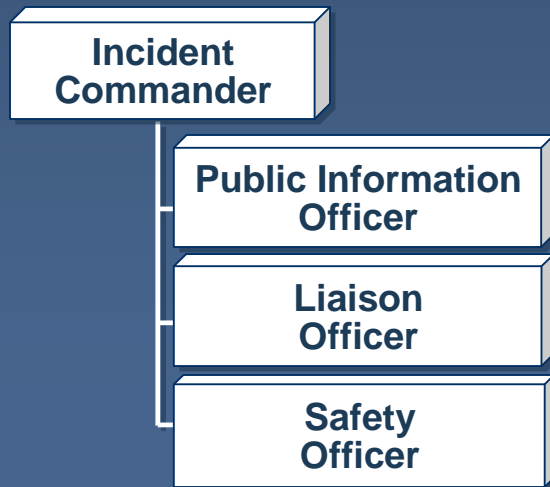
A Deputy Incident Commander may be designated to:

- Perform specific tasks as requested by the Incident Commander.
- Perform the incident command function in a relief capacity.
- Represent an assisting agency that shares jurisdiction.



# Command Staff

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**The Command Staff is only activated in response to the needs of the incident.**



# Command Staff: Public Information Officer

**What are the major responsibilities of the Public Information Officer?**



# Command Staff: Safety Officer

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What are some examples of types of incidents where you might activate a Safety Officer?

# Command Staff: Liaison Officer

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**What are the major responsibilities of the Liaison Officer?**

# Agency Representative

**An individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident.**



# Assisting Agency

**An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management.**



# Cooperating Agency

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**An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.**



# Assistants

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- Are subordinates of principal Command Staff positions.
- Must have technical capability, qualifications, and responsibility subordinate to the primary position.
- May also be assigned to Unit Leaders.



# Expanding Incidents

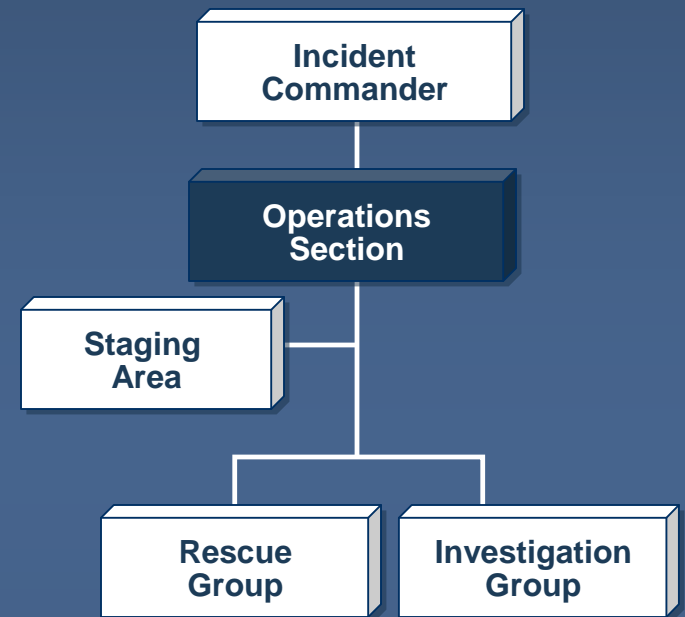
An Incident Commander can activate and delegate authority to Section Chiefs, Branch Directors, Division or Group Supervisors, and Team or Unit Leaders.



# Operations Section

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- Directs and coordinates all incident tactical operations.
- Is typically one of the first organizations to be assigned to the incident.
- Expands from the bottom up.
- Has the most incident resources.
- May have Staging Areas and special organizations.



# Operations Section: Staging Areas



# Staging Areas: Available Resources

Set up at the incident where resources can wait for a tactical assignment.

- All resources in the Staging Area are available and ready for assignment.
- Out-of-service resources are NOT located at the Staging Area.



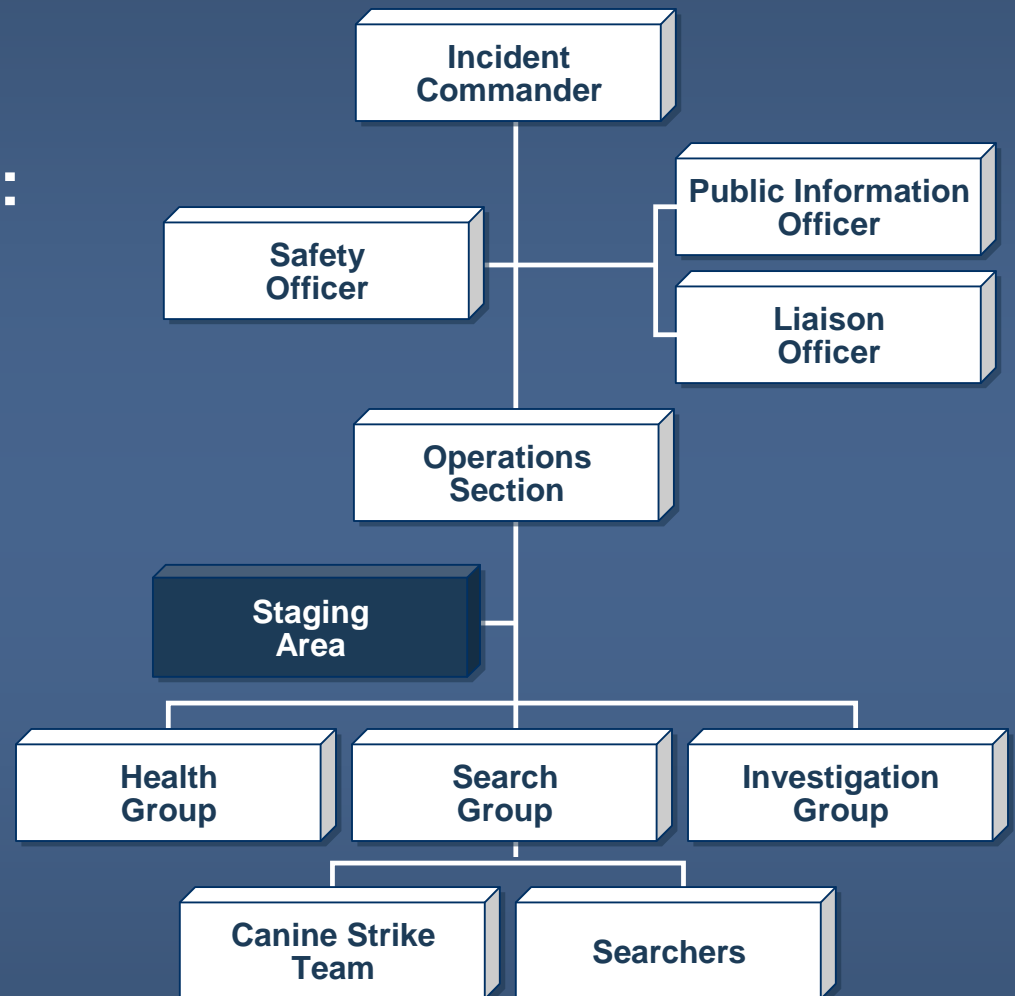
Available

# Staging Areas: Chain of Command

Once designated, a Staging Area Manager will:

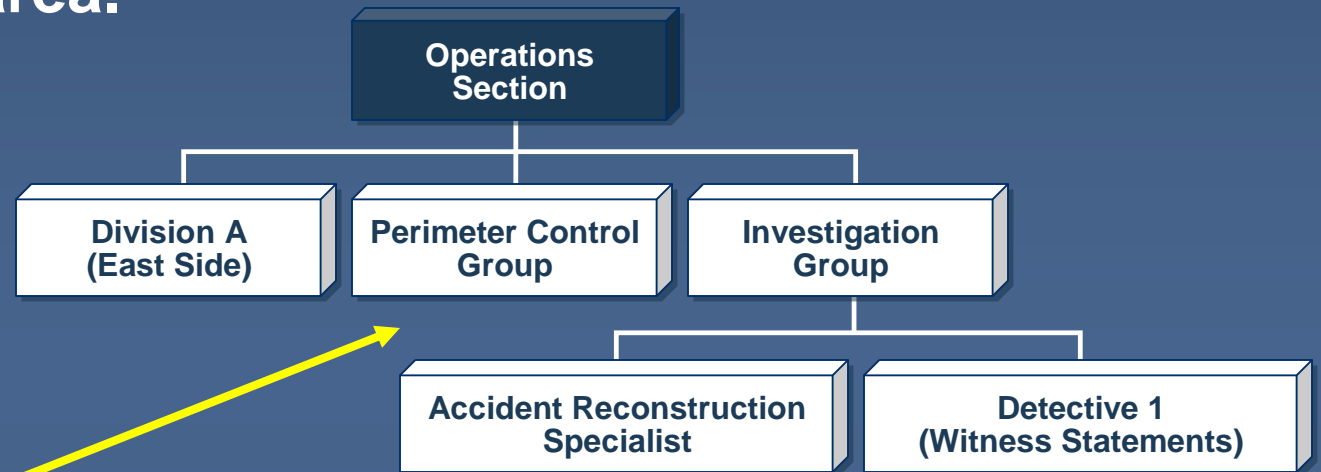
- Be assigned.
- Report to the Operations Section Chief.

If there is no Operations Section, the Staging Area Manager reports to the Incident Commander.



# Divisions and Groups

**Divisions**: Organize incident resources by geographical area.



**Groups**: Divide incident resources into functional areas, not necessarily within a single geographic division.

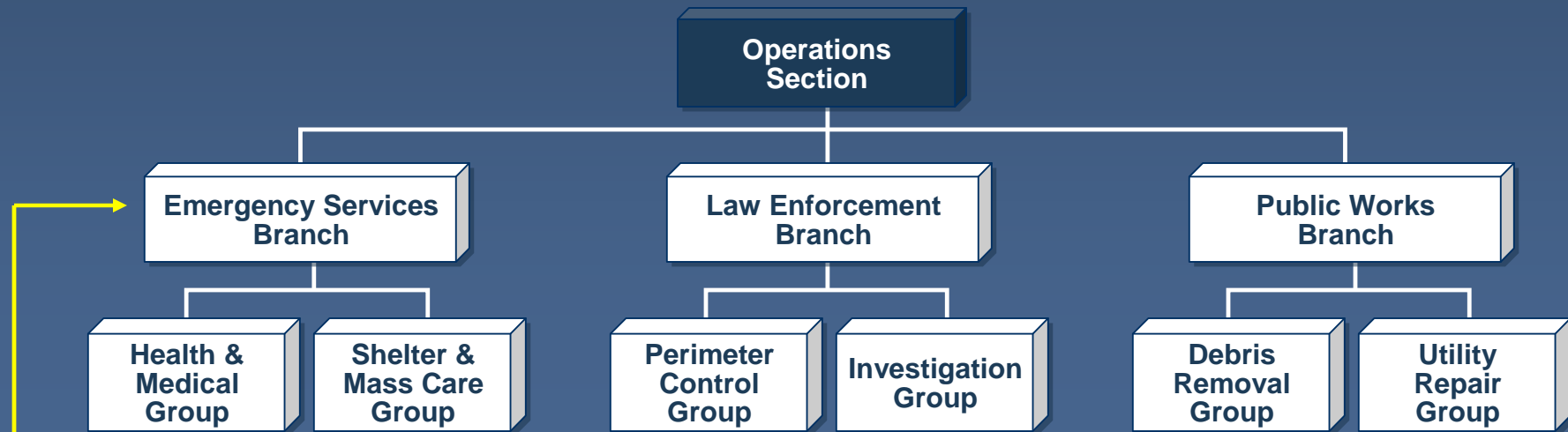
# Divisions and Groups

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**Divisions and Groups may be assigned across geographical areas when a functional activity crosses divisional lines.**



# Branches



## Branches:

- Have functional or geographical responsibility for major parts of incident operations.
- Identified by Roman numerals or functional name.
- Managed by a Branch Director.

# Air Operations Branch

## **The Air Operations Branch:**

- **Is activated to coordinate the use of aviation resources.**
- **Is managed by the Air Operations Branch Director, who reports to the Operations Section Chief.**
- **May include the following functional groups:**
  - **Air Support Group**
  - **Air Tactical Group**



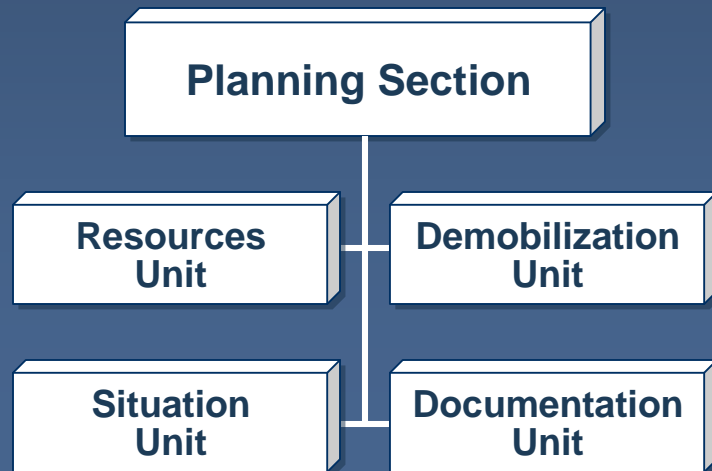
# Planning Section

- Maintains resource status.
- Maintains and displays situation status.
- Prepares the Incident Action Plan.
- Develops alternative strategies.
- Provides documentation services.
- Prepares the Demobilization Plan.
- Provides a primary location for technical specialists assigned to an incident.



# Planning Section

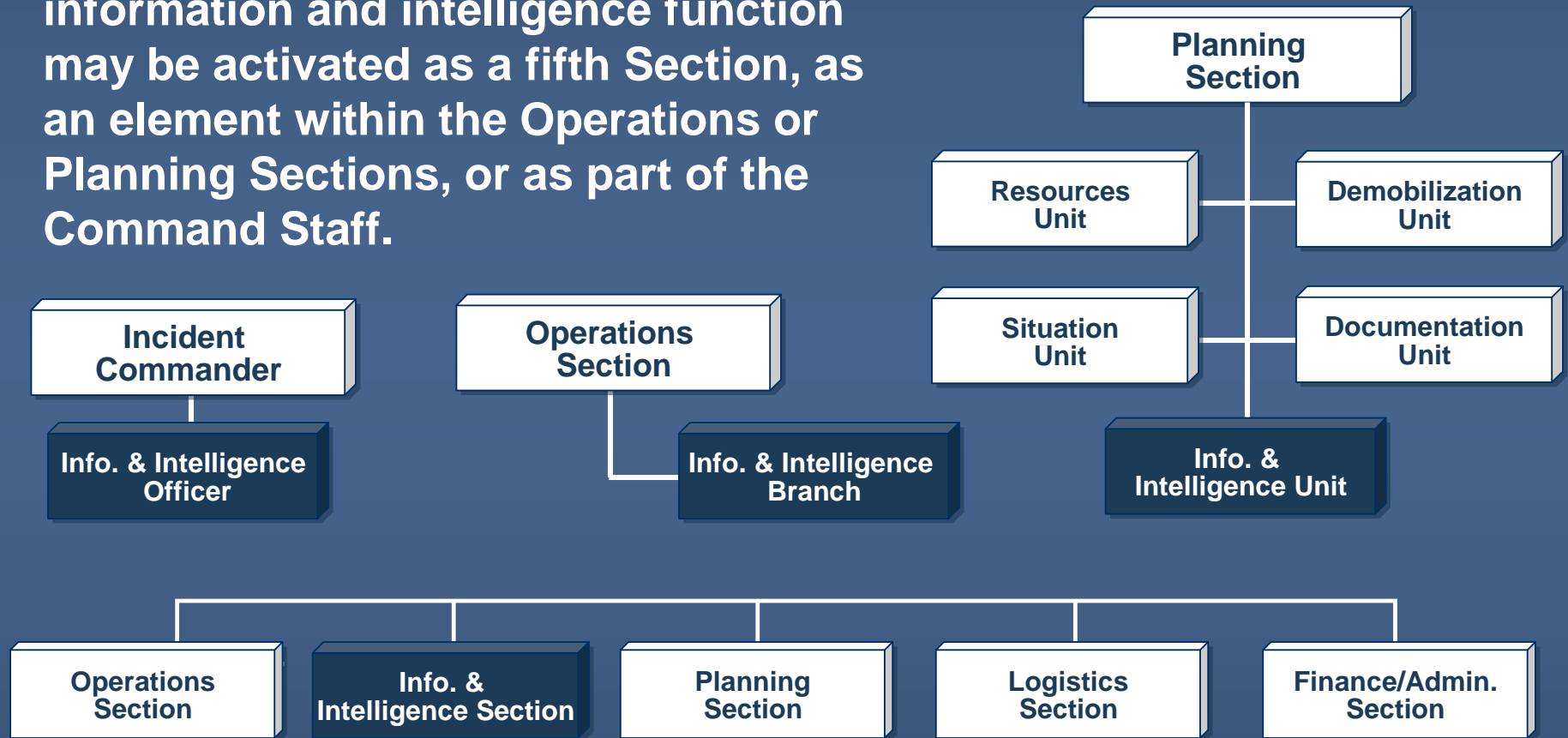
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**What are the major responsibilities of each Planning Unit?**

# Information and Intelligence

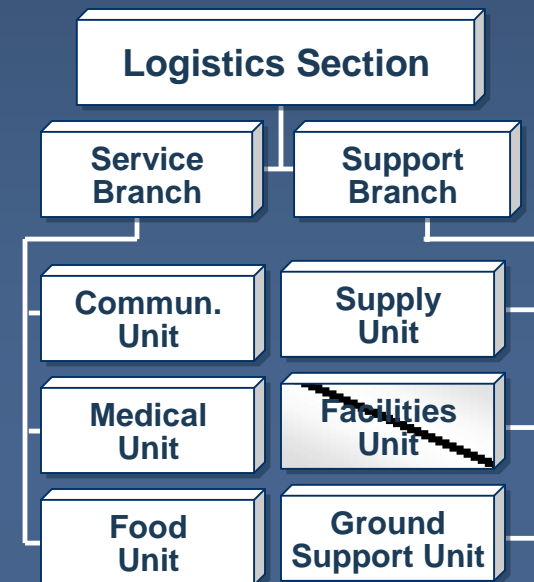
Based on the incident needs, the information and intelligence function may be activated as a fifth Section, as an element within the Operations or Planning Sections, or as part of the Command Staff.



# Logistics Section

## Responsible for:

- Communications.
- Medical support to incident personnel.
- Food for incident personnel.
- Supplies.
- Facilities.
- Ground support.



# Logistics Section: Service Branch

The Service Branch may be made up of the following units:



# Logistics Section: Support Branch

**The Support Branch includes:**



# Finance/Administration Section

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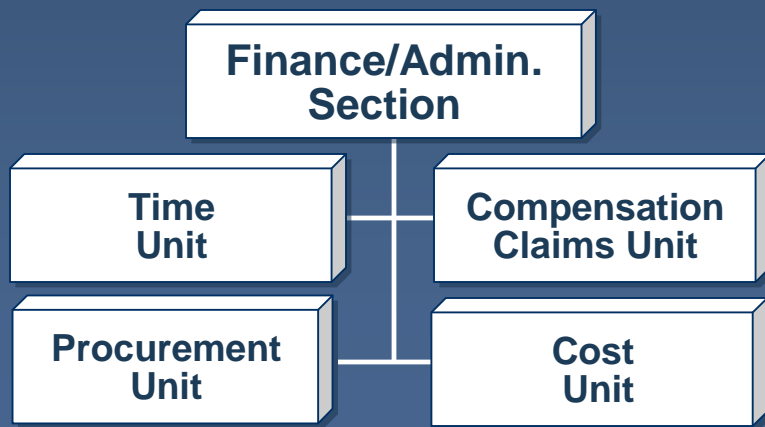
**Responsible for:**

- **Monitoring incident-related costs.**
- **Administering any necessary procurement contracts.**



# Finance/Administration Section

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**What are the major responsibilities of each Finance and Administration Unit?**

# ICS Tools

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- ICS Forms
- Position Description and Responsibilities Document
- Emergency Operations Plan
- Agency Policies and Procedures Manual
- Maps



# ICS Forms



The image displays two ICS forms. The top form is the 'UNIT LOG' (ICS Form 201), which includes sections for 'UNIT LOG', 'INCIDENT NAME', 'UNIT NAME/DESIGNATOR', 'UNIT LEADER (NAME AND POSITION)', 'PERSONNEL ROSTER ASSIGNED', and a table for 'NAME' and 'ICS POSITION'. The bottom form is the 'CHECK-IN LIST' (ICS Form 202), which includes a table for 'PERSONNEL' with columns for 'NAME', 'TITLE', 'ORGANIZATION', 'CHECK-IN TIME', 'CHECK-OUT TIME', 'STATUS', and 'REMARKS'.

- **Purpose** – What function does the form perform?
- **Preparation** – Who is responsible for preparing the form?
- **Distribution** – Who needs to receive this information?

# ICS Form 201, Incident Briefing

INCIDENT BRIEFING	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. MAP SKETCH			
<ul style="list-style-type: none"><li>▪ Incident situation (map, significant events)</li><li>▪ Incident objectives</li><li>▪ Summary of current actions</li><li>▪ Status of resources assigned or ordered</li></ul>			
5. PREPARED BY (NAME AND POSITION)			
201 ICS (1-190) PAGE 1 OF 1 RPES-1305			

Refer to your Student Manuals for a completed example.

# Other Commonly Used ICS Forms

- ICS Form 204, Assignment List
- ICS Form 211, Check-in List
- ICS Form 213, General Message
- ICS Form 214, Unit Log

The image displays four ICS forms. ICS Form 204, 'Assignment List', includes fields for Branch, Division/Group, Incident Name, Operational Period, and Date. ICS Form 211, 'Check-in List', features a table for recording personnel assignments with columns for Name, Position, and Status. ICS Form 213, 'General Message', is a yellow form with fields for To, From, Subject, and Message. ICS Form 214, 'Unit Log', is a form for tracking unit activities, including Incident Name, Unit Name, and Unit Leader.

# Activity: Using ICS Form 201 (1 of 2)

## Instructions:

1. Working as a team, complete the missing elements in the ICS Form 201, Incident Briefing, for the Emerald City Floods incident provided in your Student Manuals.
2. Begin by reading the information contained in Section 7.

# Activity: Using ICS Form 201 (2 of 2)

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## Instructions:

3. Next, complete the following sections of the ICS Form 201:
  - Section 4 – Sketch: Identify and locate the incident facilities on the sketch provided.
  - Section 5 – Current Organization: Create an organizational chart for this incident.
  - Section 6 – Resource Summary: Complete column 1 listing the resources ordered. In column 2, identify the resources by position, training level, or type. In column 3, indicate if the resource is on scene or the time it should arrive. In column 4, indicate the location where the resource is or will be assigned.
4. Choose a spokesperson to present your completed ICS Form 201. Be prepared to present your work in 30 minutes.

# Summary

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**Are you now able to:**

- **Describe the functions of organizational positions within the Incident Command System (ICS)?**
- **Identify the ICS tools needed to manage an incident?**
- **Demonstrate the use of an ICS Form 201, Incident Briefing?**